TEMPLE COLLEGE
INFORMATION TECHNOLOGY

MAY 2022

TECHNOLOGY TIPS

Monthly Newsletter

NEWS & FEATURES

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Having password problems? Need help logging in? Stop by in person, email helpdesk@templejc.edu, or call 254-298-8450

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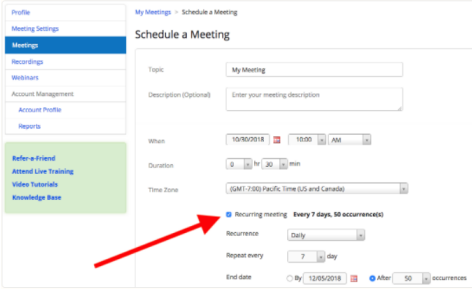
Did You Know?

Tips and Tricks for Zoom

Learn a few other tips for using this web conferencing tool

- **Create recurring meetings with saved settings and one URL**
  - For weekly meetings, monthly check-ins, and other regularly-scheduled calls, Zoom lets you create a recurring meeting. There are two benefits to using this setting. First, it lets you lock in all the call settings you want once and have them be in place every time you meet. Second, recurring calls use the same join URL each time, so you never have to send a fresh one to attendees.
  - Additionally, if you meet with the same group regularly but not on a regular schedule, you can choose an option called No Fixed Time, which lets you use the same settings and meeting ID over and over with the same group, no matter when you get together. This option is popular with educational groups who use Zoom as their virtual classroom.



- **Automatically schedule meetings—and let people know about them**
  - If you run a lot of meetings—for example, with clients—but don't have an assistant, you might want to connect your scheduling app, Zoom, and your calendar.
- **Collect information from attendees**
  - Zoom lets attendees get into a video call with or without the host being present. Small groups sometimes like this option because they can have a few minutes to chit-chat before the meeting officially kicks off. In some situations, however, it could be in poor form to have attendees in a virtual room together, waiting for you to start. A better solution is to create a virtual waiting room, where attendees remain on hold until you let them in all at the same time or one by one.

- **See who attended**
  - Say you're using Zoom to hold a mandatory event, like a university lecture or a safety training session. You probably want to know who attends. You can get that information from a report once the meeting is finished.
  - The attendee list for all meetings lives in the Zoom Account Management > Reports section. Look for Usage Reports, and then click Meeting to find the meeting you want, select the report type and date range, and generate the report.
  - Requirements: To generate an attendee list, you need to be the 1) the host of the meeting, 2) in a role with Usage Reports enabled, or 3) an account administrator or owner. You also need a Pro, API Partner, Business, or Education plan.

- **Have a collaborative annotation session**
  - Screen sharing allows the host of a call to display whatever's on their screen to everyone else on the call. Annotation tools let all the meeting participants draw and highlight what's on screen, which can be immensely helpful when discussing visual materials, such as mockups, graphic designs, and so forth.
  - To annotate while viewing someone else's shared screen, select View Option from the top of the Zoom window, and then choose Annotate. A toolbar appears with all your options for annotating, including text, draw, arrow, and so forth. The presenter can use the save button on the toolbar to capture the complete image with annotations as a screenshot. You can also disable attendee annotation altogether.

- **Learn a few essential keyboard shortcuts**
  - If you use Zoom more than once a week, there are a couple of keyboard shortcuts worth learning to save you oodles of time.
  - I is for invite. Press Cmd+I (macOS) or Alt+I (Windows) to jump to the Invite window, where you can grab the link to the meeting or send invitations to others via email.
  - M is for mute. Press Cmd+Ctrl+M (macOS) or Alt+M (Windows) when you are the meeting host and want to mute everyone else on the line.
  - S is for share. Press Cmd+Shift+S (macOS) or Alt+Shift+S (Windows) to share your screen.

Help Desk Email Address: helpdesk@templejc.edu
Help Desk Phone Number: 254-298-8450

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What You Need to Know!

Temple College Wireless

There have been some questions about which wireless to use!

TC Secure and TC Guest both provide the same security measures to keep Temple College safe and secure.

TC Secure is to be used for Temple College owned and deployed devices.

TC Guest is to be used for all personal devices, including phones and personal computers.

Changes in the names may be coming soon!

How to sign in with SSO

Zoom web portal

1. Go to your Zoom vanity URL; for example, **https://templejc-edu.zoom.us/**
2. Click **Sign in.**
   You will be redirected to your single sign-on provider to sign in. After signing in, you will be redirected back to the Zoom web portal.
   Use your login ID/Microsoft account (smithj123@templejc.edu) - Same login you use to login to your computer

Zoom desktop client

1. Click **Sign In with SSO.** **See Below -**
2. Enter your company domain. **Templejc-edu**
   If you don't know your company domain, tap **I don't know the company domain**, then enter your email address.
3. Click **Continue.**
   You will be redirected to your single sign-on provider to sign in. After signing in, you will be redirected back to the Zoom Desktop Client.

Zoom mobile app

1. Tap **SSO.**
2. Enter your company domain. **Templejc-edu**
   If you don't know your company domain, tap **I don't know the company domain**, then enter your email address.
3. Tap **Continue.**
   You will be redirected to your single sign-on provider to sign in. After signing in, you will be redirected back to the Zoom Mobile App.

This Month in Tech History

May 2, 1983

Microsoft Introduces 2-Button Mouse

Microsoft Corp. announced the two-button Microsoft Mouse, which it introduced to go along with its new Microsoft Word processor. Microsoft built about 100,000 of these fairly primitive units for use with IBM and IBM-compatible personal computers but sold only 5,000 before finding success in a 1985 version that featured, among other improvements, near-silent operation on all surfaces.

May 30, 1996

AT&T Announces Video Phone Call System

AT&T held a meeting to announce a system that would allow personal computers to make and receive video phone calls over standard telephone lines. In years of efforts by AT&T and others to find success in the technology, the AT&T system made use of Intel's Pentium processors and compression software to allow both video and audio information to share a phone line rather than a high-capacity ISDN, T-1, or T-3 line.

Get your Microsoft Office 365 basics training here!

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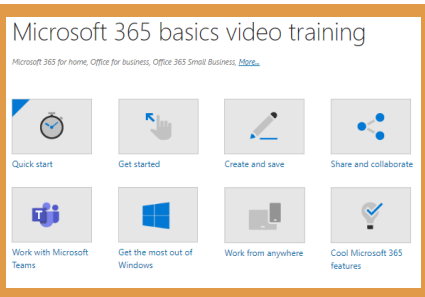

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